

Faculty Handbook Committee Meeting  
Meeting Minutes  
September 13, 2019

Attendance: Ball, Barker, Bird (attending for Bearman), Byrne, Carpenter, Frank, Fried, Holthaus, Isaacson, Mastrosimone (attending for Pratt), Mazachek, Munzer, Ramirez, Schmidt, Sollars, Stephenson, Wynn

**Minutes:**

Called to order by Mazachek at 11:33am

Minutes approved from April 22, 2019 meeting

**Review of items**

- a. SON P&T- Carpenter gave a description of the additions. The definition and inclusion of certification hours are the main changes. Recommendations from the committee include:
  - minimum requirements- clarification for “6<sup>th</sup> year” (During 6<sup>th</sup> year or after 6 years).
  - “to be eligible” instead of “to be considered”
  - “no changes may be made to the petition once it has been submitted.” This has changed for the university standards and needs to be reflected consistently.
  - procedure section- “discussion for 3<sup>rd</sup> year review, “ to “discuss report”

The committee has asked for these changes to be made and re-submitted to the committee at a later date.

- b. SOBU- These revisions accurately reflect the current procedures. Each year the committee assignments are reviewed. Motion to accept, seconded, and approved.
- c. Success Week- This full description is not currently included in the Faculty Handbook or the Master Syllabus. The committee believes Classroom Procedures would be an appropriate place for this policy. Revision requests include:
  - definition of Success Week (or is it actually 3 days)
  - Should specify for undergraduate
  - Should go to Academic Affairs
  - length of courses
  - definition and timeframe of success week (actually 3 days)
  - reminder from deans to their units to enforce adherence

Ball will consult with Academic Affairs and bring another draft back to this committee.

- d. Constitution- The Faculty Senate Constitution Taskforce is working on revisions to the constitution. The taskforce would ask for a link in the Faculty Handbook that leads to the Faculty Senate Constitution webpage. The committee is supportive of language in the Faculty Handbook clarifying all changes must go through the Faculty Senate Executive committee. The committee has asked the taskforce to bring the proposal back to the committee with all desired changes, including a proposal regarding the location of the complete document.
- e. Student Conduct Code (Editorial)- Ball is recommending replacing the Student Conduct Code with a link to the code on the website so it is not housed in multiple locations. The committee moved, seconded, and approved the editorial change.
- f. Update on bylaws- Finance and academics are currently included in the bylaws, which is not best practice. Moving forward, the bylaws will include a high-level view with references to the WURPRM and Faculty Handbook, while full policies and procedures will be included in the WURPRM and the Faculty Handbook. As University Counsel and/or a consultant makes changes, these changes will come back to this committee as information items and will eventually be taken to WUBOR.
- g. Termination procedure- Mazachek and Fried are still working on this procedure. Mazachek will meet with Chair of Faculty Affairs (Currently Tom Prasch) to discuss next steps.

Adjourned by Mazachek at 12:28pm.